

OL/EO/B&FB Procedure for Processing Requisitions (SF 88)

- I. "PROC CONTROL" copy of requisition is received in OL/EO/B&FB.
  - A. Requisitions indicating funds "NAR" (No Action Required) are reviewed for accuracy and destroyed.
  - B. The PIN number and MPA FAN on requisitions requiring Procurement Action (PA) are recorded in the requisition log.
  - C. The requisition is then issued to the person responsible for that particular MPA FAN.
- II. Encumbrance Phase
  - A. An encumbrance amount is determined by totaling all the line items on the requisition which require procurement action.
  - B. The encumbrance total is recorded on the front of the requisition and posted to the MPA ledger card.
  - C. The requisition is then filed in the Encumbrance Suspense File.
- III. Deencumbrance and Obligation Phase
  - A. Upon receipt of an obligating document, the following steps are taken:
    - (1) When an obligating document is received for a portion of the requisition; the corresponding portion of the original encumbrance is deencumbered and posted on the front of the requisition.
    - (2) The ORN number(s) are recorded on the front of the requisition.

(3) The Detail Obligation and Expense Record with the obligating document gets stapled to the requisition.

(4) Record each obligation to its respective ORN on the Detail Obligation and Expense Record.

(5) Prepare PPOD to input the obligations into GAS.

(6) Post deencumbrance and obligations by ORN to the respective MPA ledger card.

(7) File requisition in the unliquidated MPA FAN file.

B. Steps (1) through (7) should be followed until obligating documents are received for the entire requisition.

#### IV. Expense Phase

A. Upon receipt of the monthly OOAR, the following action is taken:

(1) Post monthly expenses by ORN and record the Unliquidated Balance on the Detail Obligation and Expense Record.

(2) Cross check by ORN the unliquidated balance reflected in the OOAR to match the unliquidated balance on the Detail Obligation and Expense Record.

(3) File requisition in the unliquidated MPA FAN file.

#### V. Liquidated Phase

After the close of the Fiscal Year, file the liquidated and unliquidated requisitions in their respective MPA FAN files.